



P: (908) 369-4313

TOWNSHIP OF HILLSBOROUGH

COUNTY OF SOMERSET

Hillsborough Township Municipal Complex

The Peter J. Biondi Building

379 South Branch Road

Hillsborough, NJ 08844



F: (908) 369-3954

Building Department

John Fiedler – Construction Official Ext. 7211

CHANGE OF USE

"Change of Use" means a change from one Use to another Use in a building or tenancy or portion thereof, as per the New Jersey Uniform Construction Code – NJAC 5:23 Subchapter 6.

Before submitting this type of application, please contact the other Departments that may be involved as required outside "Prior Approvals," including Zoning, Engineering, Health, Fire Safety, and Hillsborough M.U.A.

WHO: All owners, or proposed tenants of, any commercial structure.

WHAT: Are responsible to file a Change of Use application to the Building Department, any time there is a change in the Use Group as defined in the current International Building Code, New Jersey Edition (i.e. a restaurant proposes to move into a space previously occupied by an attorney.)

Required forms and documents are:

- A Construction Permit Application folder.
- Building, Electrical, Fire, and Plumbing Subcode Technical Sections.
- "Determination of Prior Tenant" Form.
- Two copies of a Hazard Index Review Summary. This summary must identify the information as required by the Uniform Construction Code (UCC) section 6.31 of the Rehab Subcode. This specific section lists out 15 different areas, 6.31(a), (b), (c), (d), etc., that need to be addressed. This summary must clearly

identify the Code requirements based on these sections, and either prove that the existing space is already compliant with each Code section, or propose a method to make it as such, providing two copies of plans as applicable.

- There are two options for the Hazard Index Review Summary:

- **OPTION 1:** Two completed copies of a Hazard Index Review summary, per NJAC 5:23-6.31, prepared, signed, and sealed by a NJ Registered Architect. If it is determined by this summary that no construction is required to be performed, then two copies of only a schematic or sketch plan of the proposed tenant space is needed with the application, which does not need to be signed and sealed by the Architect.
- **OPTION 2:** Two completed copies of a Hazard Index Review summary, per NJAC 5:23-6.31, prepared, signed, and sealed by a New Jersey Registered Architect. If it is determined by this summary that *CONSTRUCTION IS NECESSARY* in order to meet the requirements of the Hazard Index, then two complete sets of plans must be included with the Change of Use application, prepared by a New Jersey registered Architect or licensed Engineer, as applicable.

- The property owner is responsible for this application, however the new tenant may sign each Subcode Technical Section on part "C", as the agent of owner, but they must also include a letter from the property owner allowing them to complete this application.

WHY: To ensure the health, safety, and welfare, of not only the public, but also the tenant and any employees that may work there. You, as the owner of the property and/or of a business, will benefit from the licensed and trained Code Professionals being given the opportunity to perform the required plan review, to verify the design of the space meets the minimum Code requirements for the new Use Group. This will include a review of life/safety items including means of egress, HVAC systems, and fire protection systems. This is done for the safety and benefit of all persons that will use this space.

WHERE: Hillsborough Building Department, Hillsborough Municipal Complex, The Peter J. Biondi Building, 379 South Branch Road, Hillsborough, NJ 08844. Phone: 908-369-4313. Website: www.hillsborough-nj.org

WHEN: Applications can be filed Monday through Friday, 8:00am – 4:00pm. Fees are collected, including the NJ State Permit Surcharge Fee, after the application is approved. Once the application is paid for and issued as a permit, you may schedule the required inspections, which will occur during these same hours.

HOW: Visit the Building Department and ask for a Change of Use application, which includes a Construction Permit Application folder, a Building, Electrical, Fire, and Plumbing Subcode Technical form. On each form, the “Work Site Location” sections must include the address of the tenant space including a Unit, Suite, and/or Floor number as applicable. List the name of the property owner under the “Owner in Fee” sections. List the new business name under the “Contractor” sections, unless there is to be construction of the tenant space.

There is no New Jersey contracting license required for a Change of Use, unless there is to be construction to the tenant space including Electrical, Plumbing, and/or Fire Protection.

Indicate the Present (Old) and Proposed (New) Use Groups in part “B”. The property owner is responsible for this application, however the new tenant may sign each form, on part “C”, as the agent of owner, but they must also include a letter from the property owner allowing them to make this application.

The Estimated Cost sections are to indicate the tenant’s costs to occupy the space including all construction.

The “Description of Work” sections are to indicate “*Change of Use*”, and list the new business name.

- Include two copies of all documents referenced in **OPTION 1 or OPTION 2 above**, as applicable to your proposed tenancy.
- If there is to be any construction to the space, it may be included as part of this application. Each Subcode Technical form will need to reflect this work in the

"Description" box, as well as the Change of Use. Additional fees will apply per the adopted fee schedule ordinance.

- All pages of all required plans for construction must be signed and sealed by a NJ licensed design professional.

After submitting your completed Construction Permit Application with the Building Department, if any outside Prior Approvals are required, please make sure to submit any required applications to those Departments. Our review process will be simultaneous, but their written approvals must be provided in order to release your Change of Use permit.

If you have any questions, please call the Building Department. Ask for extension 7164, 7165, 7166, or 7204 and one of our staff members will assist you. Thank you for your cooperation!



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Hillsborough Township Building Department Determination of Prior Tenant

Proposed Business & Description _____

Address & Unit # _____

Property Owner _____

Block # _____ Lot # _____

BECAUSE YOUR PROJECT NEEDS THE PROPER USE GROUP DESIGNATION IN THE CURRENTLY ADOPTED NJ EDITION OF THE INTERNATIONAL BUILDING CODE, WE ASK THAT YOU VISIT EACH OF THE DEPARTMENTS INDICATED BELOW TO VERIFY THE LAST DOCUMENTED USE OR DOCUMENTED BUSINESS DESCRIPTION OF THE SPACE THAT YOU ARE INTENDING TO OCCUPY. PLEASE ALSO DISCUSS WITH THESE DEPARTMENTS WHAT THEIR REQUIREMENTS ARE FOR YOU TO OCCUPY THE SAME TENANT SPACE. ANY REQUIRED PRIOR APPROVALS MUST BE FORWARDED IN WRITING TO THE BUILDING DEPARTMENT BEFORE YOUR PERMIT AND/OR CERTIFICATE CAN BE RELEASED. PLEASE RETURN THIS COMPLETED FORM TO THE BUILDING DEPARTMENT WITH YOUR COMPLETED CONSTRUCTION PERMIT APPLICATION, AS PROOF THAT YOU HAVE SPOKEN WITH EACH DEPARTMENT REGARDING THEIR REQUIREMENTS. THIS FORM SHALL NOT BE ASSUMED TO BE THEIR DEPARTMENTAL APPROVAL, ONLY VERIFICATION THAT YOU HAVE SPOKEN WITH THEM.

DEPARTMENT	LAST OCCUPANCY DATE & DESCRIPTION	PERSON SPOKE TO
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FIRE SAFETY		
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M.U.A.		
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